
SBE SELF-CERTIFICATION APPLICATION INSTRUCTIONS

Complete entire Self Certification Application in black or blue ink pen. By completing the attached application, you will be certified for bidding **contracts \$50,000 or less in dollar value**. For bids over \$50,000 you will need to complete the business certification application available on the internet at www.cincinnati-oh.gov, or request an application from the Small Business Division at 352-3144. All businesses **must** have a fixed office in Hamilton County.

LOCATING YOUR SIZE STANDARD

SIZE STANDARD VERIFICATION

1. Look up www.sba.gov on internet
2. Select **Services**, next
3. Select **Contracting Opportunities**
4. On the right hand side select **Size Standards** from the drop down arrow after **SBA Program Office** click **GO**.
5. Select – **Table of Size Standards** from the light blue area on the right or from the list on the page. Select the format of your choice (PDF) or (XLS, click on tabs at the bottom for selections)
6. Scroll down to the category that reflects your company type of service. Review descriptions for your accurate service type; get your NAICS Code and enter these figures where requested. Review the columns on the right to determine that your company's size is within the **SBA Size Standard**. It must not exceed the maximum listed for either gross revenue or number of employees. *If you are not certain that your company's average is under the Size Standard listed, please follow the instructions below.*

If next to your NAICS Code the size standard is based on Gross Revenue proceed with steps 7-10, if not Skip to 11.

7. Take your company's gross revenue for the past 3-years and divide by (3)
8. Enter the three year average where indicated on page two of the application and initial
9. Proceed to "My Bonding Range" (If applicable place dollar amount here and initial
10. Enter the net worth of all principal owners where indicated and initial
Proceed to Oath and Affirmation Statement sign and notarize as indicated on application

If next to your NAICS Code the size standard is based on Number of Employees, proceed with steps 11-15.

11. Take your total number of employees for the past 3-years and divide by three (3) and initial
12. Enter the three year average for employees where indicated on page two of application and initial
13. Proceed to "My Bonding Range" (If applicable) place dollar amount here and initial
14. Enter the net worth of all principal owners and initial
15. Proceed to Oath and Affirmation Statement sign and notarize as indicated on application

APPLICATION SUBMITTAL

1. Please submit the on-line application; mail any required documents and the final notarized page to:

**City of Cincinnati – Small Business Enterprise Program
Office of Contract Compliance
Two Centennial Plaza
805 Central Avenue - Suite 222
Cincinnati, Ohio 45202**

2. For assistance in completing this application contact us at 513-352-3144
3. If you have not completed a Vendor Registration Application with the City visit www.cincinnati-oh.gov/vss or call 352-3209.

The Office of Contract Compliance reserves the right to request additional information when needed.
